



COMMUNITY PROGRAMS ASSISTANT

About Miracles for Kids: (www.miraclesforkids.org) Miracles for Kids is one of the only organizations on the West Coast providing monthly financial assistance, subsidized housing, wellness, and basic needs programs to families with children battling a life-threatening illness or condition.

Miracles for Kids helps critically-ill children and their families stay strong and together, by keeping the lights on and a roof over their heads. Based in Southern California, the organization was founded in 2002 and continues to expand its reach by serving children receiving treatment at leading hospitals throughout California. In addition to paying monthly bills to covering basic expenses throughout the year and housing families at its local housing complex Miracle Manor - the organization also delivers food, provides pro-bono counseling, and a variety of other support to ensure that families have their basic needs met during the most emotionally excruciating time in their lives.

Job Description

Type: Part-Time, 19 hours a week

Compensation: \$18.50/hr

Hours: Mon-Thurs 1pm-4:30pm & Fridays 8:30am-1:30pm

Location: Irvine, CA

Responsibilities

The community programs assistant position is focused on providing support to the community programs team with a primary focus on event and administrative support. We are seeking a motivated, detail-oriented, and organized team player. Responsibilities include:

- Provide logistical support for community program events
- Provide front reception coverage and answering phone calls
- Telephone and email communications regarding community programs with our families
- Donation tracking and inventory
- Data entry and tracking
- Reviewing and editing family profiles and stories
- Assist the Community Programs Manager with any special projects as needed

Qualifications and Skills

- Minimum High School Diploma
- Some experience in administrative work, data entry, and logistical planning
- Must be well-organized and flexible
- Excellent verbal and written communication skills
- Strong customer service and interpersonal skills. Ability to build rapport with families, volunteers, and donors
- Proficient in Microsoft Office (primarily Excel)
- Must occasionally lift and/or move up to 25 lbs. Events may require standing, walking, and/or moving

We Have

- A mission that you can believe in with all your heart
- A profound desire to help more families who need help fighting for their children's lives
- A friendly work environment and mission-focused staff, volunteers, and Board of Directors
- Experienced leaders who are ready to take the organization's vision to the next level

Interested? Apply Today!

- Email your resume to: sroberson@miraclesforkids.org

The individual in this position will be working in an office environment with limited exposure to our patient children and their families. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.

www.miraclesforkids.org | (714) 730-3040 | 17848 Sky Park Cir, Ste C, Irvine, CA 92614